

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp:

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

17 MAY 23 PM 5:14

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☐ The original Employee Pre-Travel Authorization (Form RE-1), AND
- ☐ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Partnership for a Secure America

Travel date(s): May 10-17, 2017

Name of accompanying family member (if any): N/A

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$33	\$90	\$77	\$167.25
<input type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.):

attended several meetings pertaining to national security and foreign policy with staff from both parties to promote bipartisanship. Participated in a mock trial on issues relevant to my portfolio on the committee.

5/23/17
(Date)

Melissa Egred
(Printed name of traveler)

Melissa Egred
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

(Date)

(Signature of Supervising Senator/Officer)

Date/Time Stamp:

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics** in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Melissa Egred

Employing Office/Committee: Senate Committee on Homeland Security and Governmental Affairs

Private Sponsor(s) (list all): Partnership for a Secure America

Travel date(s): May 6-7, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Airlie Conference Center, Warrenton, VA

Explain how this trip is specifically connected to the traveler's official or representational duties:

Will be attending a weekend retreat to learn more about foreign policy and national security areas that are relevant to my committee work/portfolio as a Research Assistant at HSGAC.

Name of accompanying family member (if any): N/A

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

3/27/17
(Date)

Melissa Egred
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Johnson hereby authorize Melissa Egred
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

3/27/17
(Date)

Ran Johnson
(Signature of Supervising Senator/Officer)

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PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Partnership for a Secure America
2. Description of the trip: Congressional staff weekend of foreign and national security lectures.
3. Dates of travel: May 6-7, 2017
4. Place of travel: Arlle Conference Center, Warrenton, VA
5. Name and title of Senate invitees: See Attached List
6. I *certify* that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR –
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND –
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND –
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

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9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

Partnership for a Secure America (PSA) is solely responsible for the planning and details for this trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

PSA's mission is to promote bipartisanship in national security and foreign policy. This trip will bring together staff from both parties to build cross-party relationships and discuss diverse perspectives on pressing issues in the national security and foreign policy arena.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This will be the sixteenth such trip of this nature.

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15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

In addition to this congressional staff program, PSA releases high-level bipartisan policy statements on a range of foreign policy topics

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$35	\$90	\$77 (over 2 days)	\$191 conference services (over 2 days)
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This trip was organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

It is close to Washington, DC but also provides a remote setting that will encourage participants to step outside their daily roles as Senate staff.

19. Name and location of hotel or other lodging facility:

Airlie Conference Center, 6809 Airlie Road, Warrenton, VA 20187

20. Reason(s) for selecting hotel or other lodging facility:

It provides all necessary accommodations in one location that is close to Washington, DC for a one night trip.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Meals and lodging are below per diem for a two day trip to Warrenton

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Participants will be transported by a coach class bus.

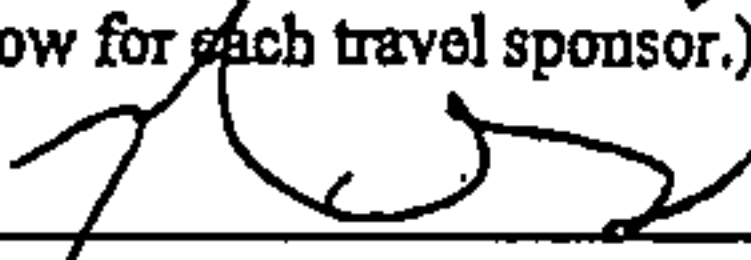
23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor:



Name and Title: Nathan Sermonis, Executive Director

Name of Organization: Partnership for a Secure America

Address: 1629 K Street NW, Suite 450, Washington, DC 20006

Telephone Number: (202) 293-8580

Fax Number: N/A

E-mail Address: sermonis@psaonline.org

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PARTNERSHIP FOR
A SECURE AMERICA

Congressional Partnership Program Retreat Spring 2017

Saturday, May 6th

1:30 pm	Depart from Union Station, Washington, DC
3:00 – 4:00 pm	Arrive at Airlie Conference Center & Check-in
4:00 – 5:00 pm	Material Review and Preparation –
5:00 – 5:30 pm	Opening Remarks and Review of Agenda: Nathan Sermonis, PSA
5:30 – 7:00 pm	Airlie House – Meadow Room Guest Speakers: Ms. Jodi Herman and Mr. Lester Munson Topic: Bipartisan Panel – Mechanics of Negotiating a Bipartisan Deal – US Department of State Reform
7:00 – 7:30 pm	East Room Pre-Dinner Reception Informal conversations with guest speakers
7:30 – 9:00 pm	East Room Keynote Dinner Guest Speaker: Ambassador Robert Gallucci, Former Ambassador-at-Large and Special Envoy for the US Department of State Topic: US-North Korean Relations
9:00 – 10:00 pm	East Room After-Dinner Reception Informal conversations with guest speakers

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PARTNERSHIP FOR
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Congressional Partnership Program Retreat Spring 2017

Sunday, May 7th

8:00 – 9:00 am

Airlie House – Dining Room
Breakfast

9:00 – 12:00 pm

Group A
Airlie House – Meadow Room
National Security Council Simulation
National Security Advisor: Mr. Robert Sheldon,
Director for Policy – Emerging Threats at the
Business Executives for National Security

9:00 – 10:30 am

Group B
Airlie House – Studio
Guest Speaker: Amb. John Beyrle, Former
Ambassador to Russia
Topic: Future of US-Russia Relations

10:30 – 12:00 pm

Group B
Airlie House – Studio
Guest Speaker: Ellen Laipson, President
Emeritus of the Stimson Center and former Vice
Chair of the National Intelligence Counsel
Topic: Challenges facing the Middle East

12:00 – 1:00 pm

Airlie House – Dining Room
Lunch

1:00 – 2:00 pm

Informal conversations with guest speakers

2:00 – 5:00 pm

Group B
Airlie House – Meadow Room
National Security Council Simulation

National Security Advisor: Mr. Robert Sheldon,
Director for Policy – Emerging Threats at the
Business Executives for National Security

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PARTNERSHIP FOR
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Congressional Partnership Program Retreat Spring 2017

2:00 – 3:30 pm

Group A

Airlie House – Studio

Guest Speaker: Amb. John Beyrle, Former
Ambassador to Russia

Topic: Future of US-Russia Relations

3:30 – 5:00 pm

Group A

Airlie House – Studio

Guest Speaker: Ellen Laipson, President
Emeritus of the Stimson Center and former Vice
Chair of the National Intelligence Counsel

Topic: Challenges facing the Middle East

5:00 – 5:30 pm

Airlie House – Meadow Room

Wrap-up and Departure from Airlie

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PARTNERSHIP FOR
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Congressional Partnership Program Retreat Spring 2017

Additional Information for:

Saturday, May 6

4:00-5:00 pm Material Review and Preparation

We provide a substantial packet of information for the weekend on the bus. This includes their NSC simulation assignment as well as simulation instructions, background information on the Speakers/topics and their group assignments. This is the first time the participants are seeing much of this information. We instruct them to use this period to read and review this information and prepare themselves for the weekend.

Additionally, during the NSC simulation, participants have a partner and they both play the role of one person (i.e. two people act together as the Deputy Secretary of Defense). We instruct participants to also use this period to read their NSC simulation assignment and instructions and meet with their partner to plan how they will approach their position. They strategize which negotiation techniques to use and areas where they will/won't give to get what they want. This is an opportunity for them to coordinate strategies and agree to a plan.

Lastly, during this period, the 2 assigned Deputy National Security Advisors meet with the National Security Advisor (in this case Robert Sheldon). The Deputy NSAs do not have partners. There is just one Deputy NSA for each group, so they meet with Mr. Sheldon to discuss how they should lead the meeting, how they should let the meeting play out, and how to arrive at the best possible outcome. This is an opportunity for the Deputy NSAs to coordinate with the NSA and plan for the simulation.

5:00-5:30 pm Opening Remarks and Review of Agenda

During this period our Executive Director welcomes everyone to the retreat and provides some essential information for the weekend. This includes: where all meetings will be held, location of dining room, where to leave bags on Sunday morning, where to sign up for Partnership Projects, location of restrooms, etc. Also during this time, everyone goes around the room and introduces themselves. Lastly, during this period our Executive Director walks through the agenda with everyone, again explaining when/where to meet. This is also a period for anyone to ask any questions they may have.

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PARTNERSHIP FOR
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Congressional Partnership Program Retreat Spring 2017

7:00-7:30 pm – Informal Conversations with Guest Speakers

Our panel speakers generally stay for dinner and our dinner speaker arrives early to meet and chat with participants. All participants are required to attend this.

9:00-10:00 pm – Informal Conversations with Guest Speakers

Again, our panel speakers and our dinner speaker stay to chat with participants. More often than not, the dinner runs a bit past 9:00 to answer questions. This provides an opportunity for those who didn't get their question answered during dinner to ask. This is also often the last chance for participants to meet with the guest speakers.

Sunday, May 7th

1:00-2:00 pm – Informal Conversations with Guest Speakers

This is an opportunity for participants to meet with the speakers on Sunday in a more informal setting. Again, speakers don't usually get to all questions during the session so this is an opportunity for participants to get their questions answered. All participants are required to attend this.

5:00-5:30 pm – Wrap-up and Departure from Airlie

Our Executive Director uses this time to thank everyone for attending and for their participation. Additionally, he provides some future instructions for this period such as: where to leave their post-retreat survey, where to catch the bus, where to leave guest room keys, etc.

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**Congressional Partnership Program
Spring 2017
Senate**

All invited congressional staff members handle foreign policy and national security topics in their professional office capacity.

Colleen Berny

Senate Committee on Homeland
Security and Governmental Affairs

Andrew Geibel

Sen. Bob Menendez
(D-NJ)

Molly Carpenter

Sen. John McCain
(R-AZ)

Charles Hockenbury

Sen. Roger Wicker
(D-MS)

Baxter Carr

Sen. Shelley Moore Capito
(R-WV)

Kristen Lee

Sen. Debbie Stabenow ,
(D-MI)

Melissa Egred

Senate Committee on Homeland
Security and Governmental Affairs

Jared Lennon

Senate Committee on Homeland
Security and Governmental Affairs

William Ellis

Sen. Angus King
(I-ME)

Leigh Maiden

Sen. Joe Manchin
(D-WV)

Adam Farris

Sen. James Lankford
(R-OK)

Mario Semiglia

Sen. Martin Heinrich
(D-NM)

Mikhaila Fogel

Sen. Susan Collins
(R-ME)

Amy Smith

Sen. Patty Murray
(D-WA)



PARTNERSHIP FOR
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Andrew Wang
Sen. Tim Kaine
(D-VA)

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